

Bid Reference No - 5958 dt 16/11/24



## ବିଜ୍ଞପ୍ତି (TENDER)

(INSTALLATION OF TENTAGE AND RELATED WORKS)

“ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀସମ୍ପଦ ମେଳା”

“MATSYA O PRANEE SAMPADA  
MELA”-2024

ଓ.ଏ. କୌଶଳ ୧୨  
୧୨/୧୧/୨୦୨୪  
ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ,

କେନ୍ଦୁଝର



**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA**

Bid Reference No: **5958** Date: **16/11/2024**

**Short Tender for "INSTALLATION OF TENTAGE AND RELATED WORKS  
FOR MATSYA O PRANEE SAMPAD MELA 2024".**

**Name and Address of the Tender Inviting Authority:**

**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**Maximum Tender Value: - 3,90,000 /-**

**E-mail-cdvokjr@gmail.com**

**Contact person:**

**Chief District Veterinary Officer, Keonjhar**

**Tel- 9437336131**

**District Fisheries Officer, Keonjhar**

**Tel- 9438412375**

**SECTION I**

**IMPORTANT DATES OF THE TENDER**

**Date of publication of Bid**

**Document in Website**

**:18.11.2024**

**Last Date & Time of Receipt of Bid**

**Document**

**:25.11.2024, 5:00 PM**

**Date & Time of Opening of Tender**

**Technical BID (Cover-A)**

**:26.11.2024, 11:00 AM**

**Date & Time of Opening of Price Bid (Cover-B)**

**:26.11.2024, 3:00 PM**

**Place for Opening of Documents,**

**Pre-Bid Conference**

**Training Hall o/o the  
Chief District Veterinary Officer,  
Keonjhar**

**And**

**Address for Communication**

**For Receipt of Bid Document:**

**For any inquiry contact with**

**1-Dr.P.K. Munda ADV(OAW)-8926084148**

**2-Sri Sanjay Kumar Das, SFTA-9853077987**

## SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

### 1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO Keonjhar who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the CDVO, Keonjhar to decide on the purchase of goods.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

### 2. Scope:

- The bids are invited for installation of tentage and related activities for organization of 2 days **MATSYA OF PRANISAMPAD MELA-2024** from dt-03.12.2024 to 04.12.2024.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

**SECTION III**  
**GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for “**INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANEE SAMPADA MELA 2024**” to be organized in the **DD University Hockey Ground, Keonjhar for 2 days from dt-03.12.2024 to dt-04.12.2024.**
- The bids completed in every respect should reach the O/o the Tender Inviting Authority latest by **25.11.2024, 5:00PM through Speed Post /Regd. Post/ directly put to the drop box.**
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super scribing “**Cover A (Technical Bid)**” & second for “**Cover B (Price Bids)**.” The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as “**BID FOR INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANEE SAMPADA MELA 2024**” and should be addressed to:

**Chief District Veterinary Officer,  
At/-Brahmanigaon-DD College/ Dist- Keonjhar  
Pin-758001**

- The Sealed tenders submitted by the bidders will be opened in the Office of the CDVO, Keonjhar on **26.11.2024 at 11:00AM.**
- The bidder or their duly authorized representatives may remain present during the tender evaluation. However, their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://kendujhar.odisha.gov.in> and submit the tender paper along with required documents and all the requisite fees.
- The bidders can take the tender documents from of the O/o the CDVO, Keonjhar from account section by making a Govt. deposit of Rs.500 /- (Rs-five hundred only) towards cost of tender paper and tender processing fee.

**SECTION IV**  
**GENERAL TERMS AND CONDITIONS**

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires installation of Tentage and related works on the eve of MATSYA O PRANEE SAMPAD MELA” to be held in the **DD University Hockey Ground, Keonjhar** from dt- **03.12.2024 to dt-04.12.2024.**
2. Rate should be quoted in Indian Currency in rupees. The fraction of rupee will be counted to next higher rupee against each item as the payments will be made in Indian currencies only.
3. The bidder shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
5. The bidder should have valid PAN & GST registration.
6. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate.
7. The bidder should have experience of organizing Melas in Govt. Departments.
8. The bid will valid for a period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
9. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
10. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
11. The bidder has to abide by the terms and conditions of the bid document and cannot keep any preconditions.
12. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
13. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
14. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
15. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at **Keonjhar or Hon'ble High Court of Odisha.**

16. If the approved lowest eligible supplier fails to supply items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate or their quoted rate.

17. **Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs.500/- (Rupees five hundred only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs.500/- is to be attached with the technical bid documents.
- c) An amount of **Rs.5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to **Chief District Veterinary Officer, Keonjhar**/bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) The bid security will be returned to unsuccessful bidders without interest.
- e) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f) The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

**Chief District Veterinary Officer, Keonjhar**

**Account No: 11382656613**

**IFSC: SBIN0000113**

**SBI Main Branch Keonjhar.**

**18. Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):-**

| Sl. No | Document type (To be self-attested and numbered)   |
|--------|--|
| 1      | Forwarding letter in the pad of the firm with check list of following Documents                        |
| 2      | Tender processing fee as mentioned above   |
| 3      | Earnest Money Deposit (EMD or BID security fee) as mentioned above.                                    |
| 4      | Details name, address, telephone, no Fax, e-mail of the firm in the format <b>Annexure-I</b>           |
| 5      | Copy of PAN CARD & GST registration certificate.   |
| 6      | Copy of latest GST payment receipt.  |
| 7      | Copy of latest I.T Return  |
| 8      | Proof of experience of having completed similar works .  |
| 9      | Declaration for not being backlisted by any Govt. institution  |
| 10     | Declaration that price quoted by them is not more than the open market price.                          |
| 11     | Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details. |

**19. COVER-B (PRICE BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at **Annexure-IV**.
- b. **Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid(Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

**20. Evaluation:**

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out at **Section IV-18**.
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation.

- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate.

***N.B :- No precondition by the bidder shall be acceptable and in such cases the tender will be rejected outrightly. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.***

## **21. Delivery**

- a. The Successful bidders shall have to install the tentage and related activities as per the schedule of requirement in the **DD University Hockey ground at Keonjhar** for organization of the Mela for 2days of the event.
- b. The bidder will be allowed to start his work in the ground well ahead and the work should be completed in every respect positively by **11:00AM on or before dt-02/12/24 of the Mela.**
- c. The bidder shall have to arrange his personnel for watch and ward of this tent house materials and articles and the Tender Inviting Authority will be in no way responsible for any theft or fire or any unforeseen events thereof.
- d. The bidder should keep in readiness adequate manpower/ technicians to address any eventualities like snags in audiovisual system, electrical wirings and any short comings in the tentage.
- e. The bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.
- f. If the bidder fails to execute the work as per agreed terms and conditions after getting purchase order within the stipulated time period or violates the tender terms & conditions, he shall be blacklisted and will be debarred to participate in any tender.
- g. The bidder has to obtain 3 safety certificates from competent authorities: structural safety certificate of the tent house, electrical safety certificate of the electrical works from a govt. engineer and fire safety certificate from District Fire Officer and submit the same to the TEA on the day prior to the Mela.

## **22. Payment:**

After successful implementation of the event and production of bills by the successful bidder, 100% payment shall be made by the **CDVO, Keonjhar.**

23. **Penalties:** Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of bid security/ EMD and to be blacklisted.

24. All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at **Keonjhar or the Hon'ble High Court of Odisha.**

### SECTION V

#### SCHEDULE OF REQUIREMENTS

**NAME OF THE EVENT: MATSYA O PRANEE SAMPADA MELA**

**DATES OF THE EVENT: For 2 days from 03.12.2024 to 04.12.2024,**

**VENUE: DD UNIVERSITY HOCKEY GROUND, KEONJHAR.**

| Sl. No | Name of the work                    | Work Specifications   |  |
|--------|-------------------------------------|---|--|
| 1      | Main Stage                          | Truss for stage   | Truss structure (30'X16'X4') or as per requirement for District Level Mela Stage. Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform coloured cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality mat. |
|        |                                     | Back Drop   | LED back ground of size 400sft backdrop thematic as per stage requirement-District Level Mela  |
|        |                                     | Flooring  | The entire floor of the stage shall be covered with new synthetic carpet of fine quality.  |
|        |                                     | Step  | Fabricated steps with guards on both side with adequate carpeting and decoration will be used by the bidder.   |
|        |                                     | Furniture   | 10 VIP chairs covered with new white towels, 5 teapoy, 10 chairs on the back row, podium and one table or a Teapoy on the backside for keeping bouquets, gifts, certificates etc.  |
|        |                                     | Fans/Coolers  | Minimum three pedestal fans or Coolers or as per need for utmost comfort of the Guests.  |
|        |                                     | Lighting  | As per need  |
|        |                                     | Sound system  | Adequate arrangement should be made for clear audibility of 700 people and display of audio-visuals in the backdrop LED Wall along with sound. Good quality mikes on the podium and minimum three cordless mikes on the stage with back up for malfunction.  |
| 2      | Green Rooms (Two Nos) (16 x 10 x 2) | Two green rooms with of adequate size as advised by the officer in charge should be made by the side of the main stage with minimum furniture for storing and for preparation of artists for cultural programmes. |  |
|        | VIP Lounge (200 sq.ft)              | Design  | As per the design and specification to be given by Authority & as per the direction of the Officer-in-charge.  |
|        |                                     | Structure & clothing***   | Bamboo/iron Ballhas with tarpaulin covering. The design structure should be covered with batten framing & new white cloth. As per the direction of the Officer-in-charge.  |
|        |                                     | Flooring  | Full Floor to be covered with attractive Coloured matting. As per the direction of the Officer-in-charge.  |

|   |  |   |  |
|---|--|---|--|
| 3 |  | <b>Furniture</b>  | 4nos of sofa set along with teapoys, one pantry table, 6 nos of VIP covered chairs so that 10 Hon'ble Guests can sit at a time for refreshment. Minimum two pedestal fans or Coolers or as per need for utmost comfort of the Hon'ble Guests. As per the direction of the Officer-in-charge.   |
|   |  | <b>Closures</b>   | The room should have screens for the doors of the VIP room as per direction of Officer in charge. There should be one door to outside and on door to the stage.  |
|   |  | <b>Decoration</b>   | On entry gates and table bouquets & normal light & fans arrangement. As per the direction of the Officer-in-charge.  |
|   | <b>*** NB</b>  | If there will not be adequate space for the green rooms and VIP lounge by partitioning of the main stage, the main stage has to be extended or new structures are to be made by bamboo/iron poles as per the directions of stage In charge. |  |
| 4 | <b>Installation of Stalls (30 Nos)</b>   | <b>Structure</b>  | Stall of Size 12' x 10' made of Bamboo/iron structure properly braced with using 3" to 6" size bamboo/iron. The roof should have rain proof tarpaulin on the top and should have quality cloth below to protect from sun rays and rain, and floors should be provided with floor mat. As per the direction of the Officer-in-charge.   |
|   |  | <b>Lighting &amp; Fan</b>   | Electrification of stall with LED 40-watt Light 2 nos and one fan in each stall.   |
|   |  | <b>Ceiling &amp; Wall</b>   | Ceiling and three side cloth walls of the stall with single colour cloth. As per the direction of the Officer-in-charge.   |
|   |  | <b>Facia</b>  | The running Facia will be erected of 3' height. All the facia will be covered with single colour cloth. As per the direction of the Officer-in-charge.   |
|   |  | <b>Furniture</b>  | Each stall should be supplied with 4 nos of plastic moulded good quality chair and 2 tables of 4'x2' x H-2.5' (minimum). Wrapped with white cotton cloth.<br><b>The bidder should have surplus table of above size of minimum 10 nos in reserve for decoration of stall</b>  |
|   |  |   | All stalls should be numbered. As per the direction of the Officer-in-charge.  |
|   |  | <b>Closures</b>   | Front cloth drops/screens. As per the direction of the Officer-in-charge.  |
| 5 | <b>Seating Arrangement for 700 persons and 40 VIPs in the front in front of the Main stage</b> | <b>Structure</b>  | Erection of structure for seating arrangement of <b>700 persons</b> using good quality bamboo/iron pole structure properly placed, and making the roof rainproof with tarpaulin on the top and with good cloth below for protection from sun and rain. The minimum height of the structure should be 15'. Size of the structure should comfortable for seating of <b>700 farmers</b> . |

|          |  |  |   |
|----------|--|--|---|
|          |  | <b>Flooring</b>                                    | Full flooring with good quality Carpet/floor material as per the direction of the Officer-in-charge.  |
|          |  | <b>Lighting and Fan</b>                            | As per need. Adequate no of pedestal fans minimum 12fans: 6 each on both side of the farmers sitting area to be provided for comfort of the farmers.  |
|          |  | <b>Facia</b>                                       | The running Facia will be erected of 3' height. All the facia will be covered with single colour cloth. A running cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the Officer-in-charge.  |
|          |  | <b>Furniture</b>                                   | Plastic moulded Chair <b>700 nos &amp; VIP Chairs 40 Nos</b> in the front, as per the direction of the Officer-in-charge.   |
| <b>6</b> | <b>Gate</b>                                | <b>Gate</b>  | By the side of the RD road box pattern gate with appropriate design and adequate size decorated with balloon and fitted with flex as the main entrance gate of the Field. (Flex will be provided by the office) as per the direction of the Officer-in-charge.  |
| <b>7</b> | <b>Open Space</b>                          | <b>For Live animal and live fish demonstration</b> | <b>1600 square feet</b> of open space will be used for live animal and live fish demonstration. The exact design as per direction of the Officer in charge.   |
|          |  | <b>Structure</b>                                   | Erection with bamboo/iron poles with rain and sun proof roof with good roofing material with a minimum height of <b>15 ft</b> . The open space will be barricaded with strong bamboo/iron poles and partitioned into exhibition of live animals. Strong pegs will be provided in each partition for tying of animals. Partitions will be kept open for ventilation. |
|          | <b>Open space (Cont...)</b>                | <b>Floor</b>                                       | On the animal side floor will remain uncovered, on the fishery side floor to be covered with green shed net.  |
|          |  | <b>Shielding from sun</b>                          | Since live animals will stay for 2 days, the bidder should be ready with adequate green shed nets and have provision for hanging so as to prevent livestock and poultry from direct sun rays.   |
|          |  | <b>Poultry compartments</b>                        | The bidder should be ready with wire mesh, plastic nets for partitioning of poultry compartments.   |
|          |  | <b>Electrical fittings</b>                         | Adequate lighting and provision of fans for the utmost comfort of live animals and fish. There will be 24-hour electrical supply for the animals and fish in the exhibition.  |
| <b>8</b> | <b>Audio Visuals &amp; Ground Lighting</b> | <b>Sound system</b>                                | Mike, Amplifier, Sound Systems for managing the events with minimum 6 nos of mike sets (4 Nos Cordless) and adequate nos of speakers of 100 watt and above as per the direction of the Officer-in-charge.   |

|           |                     |                     |  |
|-----------|---------------------|---------------------|--|
|           |                     | <b>Lighting</b>     | 20 nos of spot light for lighting of the total ground area as per the direction of the Officer-in-charge. Adequate lights in the stalls, gate, main stage, green rooms, VIP lounge, and open space demonstration and control and coordination cell.  |
|           |                     | <b>Power backup</b> | The bidder should be ready with a power generator of adequate capacity ( <b>Genset-62KVA</b> ) with fuel to meet any eventuality in case of power failure. The generator should have the capacity to provide power to all electrical devices simultaneously. The bidder should keep ready skilled manpower to handle power issues.                   |
| <b>9</b>  | <b>Video Corner</b> |                     | Installation of Video LED with 12 ft X 8 ft size to be installed on the back of the Main stage, should display the audio-visual programmes of the department and display the stage events live on the screen. The bidder should make all arrangements for display of audio-visuals on the screen like laptops, cameras, network and all accessories. |
| <b>10</b> | <b>Open ground</b>  |                     | The entire open ground inside the tent area will be covered with green shed net. The entire area will be barricaded on all 4 sides and shielded to prevent entry of stray animals  |
| <b>11</b> | <b>Dining Area</b>  |                     | An area of <b>1500 square feet</b> to be covered with roof cloth and barricaded for dining. The exact location and dimension will be given by the Officer-in-charge. 10 tables will be provided for the purpose.   |

### 1. Security Services:

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi-2 nos for District Mela

Security personnel will be deputed at District Level Mela on shift basis, as per the requirement of direction of Festival Management Team.

### Sanitation: -

Cleaning of Festival ground, accommodation places, Coordination cell, toilets twice daily using disinfectant materials.

### 2. Drinking Water Facility

Drinking water tap (10 nos. or more) to be provided inside mela area.

22  
16/11/24  
**Tender Inviting Authority**

Chief District Veterinary Officer  
Keonjhar Page

**COVER-A**

**Annexure-I  
Technical Bid (pl see Section IV-19)**

**(To be filled in & returned with all the documents DULY SELF-ATTESTED)**

| Sl.no | Document type to be submitted  |
|-------|--|
| 1.    | Forwarding Letter in the pad of the firm with all the relevant documents.  |
| 2.    | Details of name of the firm and address (Registered office and Operating Branch)<br>Office: -<br>Residence: -<br>Mobile: -<br>e-Mail I.D.: - |
| 3.    | Details of Tender Processing Fee   |
| 4.    | Details of amount of Earnest Money Deposit   |
| 5.    | GST Registration Number (Enclose Photo copy of GST certificate)  |
| 6.    | Income Tax Account No. (Enclose Photo copy of PAN)   |
| 7.    | Copy of Latest GST payment receipt.  |
| 8.    | Copy of latest IT returns  |
| 9.    | Declaration for not being black listed   |
| 10.   | Proof of experience.   |
| 11.   | Declaration for price quoted not more than open Market Price   |
| 12.   | BANK details: Bank name, Account No. IFSC code (Copy of pass book/<br>Cancelled Cheque)  |

**DECLARATION**

1. I..... Son/ Daughter/ Wife of  
Shri..... Proprietor/ Partner/ Director/  
authorized signatory of the agency mentioned above state that I am competent to sign  
this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
3. The information/ documents furnished along with the above application are true &  
authentic to the best of my knowledge and belief. I/ We do hereby undertake that  
furnishing of any false information/ fabricated document would lead to rejection of  
my tender at any stage besides accruing of liabilities towards prosecution under  
appropriate law.

4.  
**Place**

**Date**

**Signature of Authorized person**

**Full Name:**

**Seal**

**Annexure-II**

**DECLARATION for not being black listed**

I/We.....( Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Veterinary Officer, Keonjhar Odisha, for .....MOPSM 2024 of Keonjhar District. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer, Keonjhar, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public:

**Annexure-III**

**DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S-----who is a manufacturing unit/  
wholesaler/distributor/C & F agent declare that price quoted by us is not more than the open  
market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India  
where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & Agent

**COVER-B**

**Annexure-IV**

**Financial Bid**

**Agency/Firm name-  
Address**

| <b>Sl. No</b> | <b>Name of the work</b>   | <b>Quoted Rate in Rs</b> |
|---------------|---|--------------------------|
| 1             | Main Stage (30ft*16ft*4ft)  |                          |
| 2             | Green Rooms (Two NOs)- 320 sq.ft  |                          |
| 3             | VIP Lounge- 200 sq.ft   |                          |
| 4             | Installation of Stalls (30 Nos) -12 × 10                                |                          |
| 5             | Seating Arrangement for 700 persons& 40 VIPs in front of the Main stage |                          |
| 6             | Gates 1 No  |                          |
| 7             | Open Space Shed -1600sft.   |                          |
| 8             | Audio Visuals & Ground Lighting   |                          |
| 9             | LED Video Corner with all accessories.                                  |                          |
| 10            | Open ground covering with green net and barricading                     |                          |
| 11            | Dining area -1500sft  |                          |
|               | <b>Total Cost of Tentage in Rs</b>                                      |                          |
|               | <b>Add GST in Rs</b>  |                          |
|               | <b>Grand total in Rs</b>  |                          |

(Total Rupees -----)

NB: 1. The price quoted should include all hidden expenses like transportation, onsite installation, maintenance, watch and ward etc.

2. The bidder should carefully read the schedule of requirement in section V and quote the rate accordingly.

**Place**

**Signature of Authorized person**

**Date**

**Full Name:**

**Seal**

Bid Reference no- 5959 dt/16/11/24



ବିଜ୍ଞପ୍ତି (TENDER)

(KIT BAGS)

“ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀସମ୍ପଦ ମେଳା”

“MATSYA O PRANEE SAMPADA  
MELA”-2024

ଡି.ଏ. ଚାନ୍ଦିଆ ରଥ  
୧୬/୧୧/୨୦୨୪

ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ,

କେନ୍ଦୁଝର



**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA.**

**Bid Reference No: 5959 Date: 16/11/24**

**Short Tender for "SUPPLY OF KIT BAG FOR MATSYA O PRANEE  
SAMPAD MELA 2024".**

**Name and Address of the Tender Inviting Authority:**

**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**Maximum Tender Value: 5,60,000/-**

**E-mail-cdvokjr@gamil.com**

**Contact person:**

**Chief District Veterinary Officer, Keonjhar**

**Tel- 9437336131**

**District Fisheries Officer, Keonjhar**

**Tel- 9438412375**

**SECTION I**

**IMPORTANT DATES OF THE TENDER**

|   |  |
|---|--|
| <b>Date of publication of Bid</b>                                   | <b>:18.11.2024</b>   |
| <b>Document in Website</b>  | <b>:18.11.2024</b>   |
| <b>Last Date &amp; Time of Receipt of Bid Document</b>              | <b>:25.11.2024, 5:00 PM</b>  |
| <b>Date &amp; Time of Opening of Tender Technical BID (Cover-A)</b> | <b>:26.11.2024, 11:00 AM</b>   |
| <b>Date &amp; Time of Opening of Price Bid (Cover-B)</b>            | <b>:26.11.2024, 3:00 PM</b>  |
| <b>Place for Opening of Documents, Pre-Bid Conference</b>           | <b>Training Hall o/o the<br/>Chief District Veterinary Officer,<br/>Keonjhar</b> |

**And**

**Address for Communication**

**For Receipt of Bid Document:**

**For any inquiry contact with**

**1-Dr.P.K. Munda ADVO(AW)-8926084148**

**2-Sri Sanjay Kumar Das, SFTA-9853077987**

## SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

### 1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO Keonjhar who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the CDVO, Keonjhar to decide on the purchase of goods.
- **Blacklisting/deharring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

### 2. Scope:

- The bids are invited for procurement of kit bags for organization of 2 days **MATSYA OF PRANEESAMPAD MELA from dt-03.12.2024 to 04.12.2024.**
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

### **SECTION III GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for "SUPPLY OF KIT BAGS" for 'MATSYA O PRANEE SAMPADA MELA 2024' to be organized in the DD University Hockey Ground Keonjhar for 2 days from dt-03.12.2024 to 04.12.2024.
- The bidder has to submit sample of the bag for evaluation by the Tender Evaluation Committee.
- The bids completed in every respect should reach the O/o the Tender Inviting Authority latest by date 25.11.2024, 05 PM Speed Post /Regd. Post/ directly put in to drop box.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super scribing "Cover A (Technical Bid)" & second for "Cover B (Price Bids)." The technical Bid and price Bid(or Final Bid) should be put into a third Cover, which should be super-scribed as "BID FOR SUPPLY OF KIT BAG" for 'MATSYA O PRANEE SAMPADA MELA 2024' and should be addressed to:

**Chief District Veterinary Officer,  
At-Brahmanigaon, Po-DD College, Dist- Keonjhar  
Pin-758001**

- The Sealed tenders submitted by the bidders will be opened in the Office of the CDVO, Keonjhar on 26.11.2024, 11:00AM.
- The bidders or their duly authorized representatives may remain present during the opening of tender. However, their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from the website <https://kendujhar.odisha.gov.in> and submit the tender paper along with required documents and all the requisite fees.
- The bidders can take the tender documents from the O/o the CDVO, Keonjhar from accounts section by making a Govt. deposit of Rs.500/- (Rs- five hundred only) towards cost of tender paper and tender processing fee.

## SECTION IV

### GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires supply of kit bags for “**MATSYA O PRANEE SAMPAD MELA 2024**” to be held in the **DD University Hockey Ground** from **03.12.2024** to **04.12.2024**.
2. Rate should be quoted in Indian Currency in rupees only against each item as the payments will be made in Indian currencies only. Fraction of a Rupee will be treated as next higher authority
3. The bidder shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
5. The bidder should have valid PAN & GST registration.
6. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate.
7. The bid will valid for period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
8. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
9. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
10. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
11. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
12. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
13. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at **Keonjhar or Hon'ble High Court of Odisha**.
14. If the approved lowest eligible supplier fails to supply items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/L3 suppliers at L1 rate, negotiated rate, or their respective quoted rates, and claim it from performance security amount by invoking the rights conferred in Banker' s Guarantee form.

15. *Any precondition of the bidder shall not be acceptable and the bid will be outrightly rejected. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*

16. **Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs. 500/- (Rupees five hundred only)** toward cost of tender paper and BID processing fee (non-refundable) **in shape of Account payee demand draft/ online transfer.**
- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs.500/- is to be attached with the technical bid documents.
- c) An amount of **Rs.5000/- (Rupees five thousand only)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to **Chief District Veterinary Officer,Keonjhar**/bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) The bid security will be returned to unsuccessful bidders without interest.
- e) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f) The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

**Chief District Veterinary Officer, Keonjhar**

**Account No: 11382656613**

**IFSC: SBIN0000113**

**SBI Main Branch Keonjhar.**

**17. Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):-**

| Sl No | Document type (To be self-attested and numbered)   |
|-------|--|
| 1     | Forwarding letter in the pad of the firm with check list of following Documents                        |
| 2     | Tender processing fee as mentioned above   |
| 3     | Earnest Money Deposit (EMD or BID security fee) as mentioned above.                                    |
| 4     | Details name, address, telephone, no Fax, e-mail of the firm in the format <b>Annexure-I</b>           |
| 5     | Copy of PAN CARD & GST registration certificate.   |
| 6     | Copy of latest GST payment receipt.  |
| 7     | Copy of latest IT return   |
| 8     | Proof of registered Office/outlets in Odisha   |
| 9     | Declaration for not being backlisted by any Govt. institution in <b>Annexure-II</b> .                  |
| 10    | Declaration that price quoted by them is not more than the open market price in <b>Annexure-III</b> .  |
| 11    | Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank account details. |

**18. COVER-B (PRICE BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover 'B' (price Bids) format at **Annexure-IV**.
- b. Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid(Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

**19. Evaluation:**

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out at **Section IV-17**.

b. A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample, the financial bid will not be opened.

c. Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee and marks will be awarded as per the following criteria.

| Sl No                      | Parameters  | Maximum marks |
|----------------------------|---|---------------|
| 1                          | Aesthetic look of the product                             | 5             |
| 2                          | Fineness/Finish/ Expected durability of the material used | 5             |
| 3                          | Stitching of the bag                                      | 5             |
| 4                          | Overall utility   | 5             |
| <b>TOTAL MAXIMUM MARKS</b> |   | <b>20</b>     |

Sample evaluation score (SE Score) of the bidder will be calculated as:

$$\text{SE Score} = \frac{\text{Marks awarded}}{\text{Maximum marks}} \times 100$$

d. Following technical bid and sample evaluation the financial bids will be opened and a comparative statement will be prepared. Out of the comparative statement the Financial Bid score will be calculated as:

$$\text{Financial Bid Score} = \frac{\text{Lowest quote}}{\text{Bidder's Quote}} \times 100$$

e. The successful bidders will be selected on the basis of QCBS method (Quality Cost Based Selection). The QCBS score of the bidder will be calculated by giving 80% weightage to SE Score and 20% weightage to Financial bid score:

$$\text{Final QCBS Score of the bidder} = \text{SE score} \times 0.80 + \text{Financial Bid score} \times 0.20$$

In all the calculations decimals up to 2 digits will be taken into consideration.

f. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate or their quoted rates and claim it from the performance security amount by invoking the rights conferred in Bankers Guarantee form.

21. **Payment:** After completion of delivery and all formalities mentioned above, 100% payment shall be made by the CDVO Keonjhar through electronic transfer.
22. **Penalties:** Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.
23. All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at **Keonjhar or the Hon'ble High Court of Odisha.**

## SECTION V

### SCHEDULE OF REQUIREMENTS

- Kit bag for farmer participants in the MATSYA O PRANEE SAMPAD MELA
- **Quantity Required 1400 pieces.**
- Bag should be of high-quality material and well stitched
- Should be decent looking
- Should have a minimum dimension of **15 inches long and 12 inches wide in the landscape orientation.**
- Made up of high-quality Coarse Cotton or Jute.
- Should have fine durable inner liners and quality Zips
- Should have sturdy handles for carrying and detachable strap for hanging on the shoulders.
- It has to be printed with Name of the Mela and logo and Mascot at the cost of the bidder (to be provided by the Tender Inviting Authority to successful bidders)
- **A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample, the financial bid will not be opened.**
- **Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee for final selection.**
- **The samples will be retained by the O/o the TIA and are non-refundable.**

*22*  
16/11/24

**Tender Inviting Authority**

Chief District Veterinary Officer  
Keonjhar

**COVER-A****Annexure-I****Technical Bid (pl see Section IV-17)****(To be filled in & returned with all the documents DULY SELF-ATTESTED)**

| Sl no | Document type to be submitted  |
|-------|--|
| 1.    | Forwarding Letter in the pad of the firm with all the relevant documents.  |
| 2.    | Details of name of the firm and address (Registered office and Operating Branch)<br>Office: -<br>Residence: -<br>Mobile: -<br>e-Mail I.D.: - |
| 3.    | Details of BID Processing Fee  |
| 4.    | Details of amount of Earnest Money Deposit   |
| 5.    | GST Registration Number (Enclose Photo copy of GST certificate)  |
| 6.    | Income Tax Account No. (Enclose Photo copy of PAN)   |
| 7.    | Copy of Latest GST payment receipt.  |
| 8.    | Copy of latest IT returns  |
| 9.    | Declaration for not being black listed   |
| 10.   | Declaration for price quoted not more than open Market Price   |
| 11.   | BANK details: Bank name, Account No. IFSC code (Copy of pass book/<br>Cancelled Cheque)  |

**DECLARATION**

- I..... Son/ Daughter/ Wife of  
Shri..... Proprietor/ Partner/ Director/  
authorized signatory of the agency mentioned above state that I am competent to sign  
this declaration and execute this bid documents.
- I have carefully read and understood all the terms and conditions of the bid and  
undertake to abide by them.
- The information/ documents furnished along with the above application are true &  
authentic to the best of my knowledge and belief. I/ We do hereby undertake that  
furnishing of any false information/ fabricated document would lead to rejection of my  
bid at any stage besides accruing of liabilities towards prosecution under appropriate  
law.

**Place****Date****Signature of Authorized person****Full Name:****Seal**

**Annexure-II**

**DECLARATION for not being black listed**

Affidavit to be done before Executive Magistrate/Notary Public in Rs 10 stamp paper.

I/We.....( Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of tender of the **Chief District Veterinary Officer, Keonjhar, Odisha**, for Supply of .....**MOPSM 2024 of Keonjhar District**. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to **Chief District Veterinary Officer, Keonjhar, Odisha**, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

**Annexure-III**

**SELF DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S-----who is a manufacturing unit/ wholesaler/ distributor/ C & F agent declare that price quoted by us is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & Agent

**COVER-B****Annexure-IV****Financial Bid****Agency/Firm name-  
Address**

| <b>Sl. No</b> | <b>Name of the item</b> | <b>Quoted Base price per piece along with printing***</b> | <b>GST</b> | <b>Total price in Rs</b> |
|---------------|-------------------------|---|------------|--------------------------|
| <b>1</b>      | <b>Kit bag</b>          |   |            |                          |

(Total Rupees -----)

NB: 1. \*\*\*The price quoted should include printing of Name of the Mela, dates and logo and Mascot of the Mela (to be provided by the Office to the Successful bidders)

2. The bidder shall deliver the product after completion of the printing job to the Tender Inviting Authority at his own cost.

**Place****Signature of Authorized person****Date****Full Name:****Seal**

Bid Reference no- 5960 dt 16/11/24



**ବିଜ୍ଞପ୍ତି (TENDER)**

**(CATERING SERVICES)**

**“ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀସମ୍ପଦ ମେଳା”**

**“MATSYA O PRANEE SAMPADA MELA”-**

**2024**

ଠିକଣା, ଗୋମୁଖ ୧୨୪  
୧୩/୧୧/୨୦୨୪

**ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ,  
କେନ୍ଦୁଝର**

**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,**

**GOVERNMENT OF ODISHA.**

**Bid Reference No:**

**5960**

**Date:**

**16/11/24**

**Short Tender for "CATERING SERVICES FOR MATSYA O PRANESAMPAD MELA  
2024".**

**Name and Address of the Tender Inviting Authority:**

**CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**Maximum Tender Value: 6,40,000/-**

**E-mail-cdvokjr@gamil.com**

**Contact person:**

**Chief District Veterinary Officer, Keonjhar**

**Tel- 9437336131**

**District Fisheries Officer, Keonjhar**

**Tel- 9438412375**

**SECTION I**

**IMPORTANT DATES OF THE TENDER**

**Date of publication of Bid**

**Document in Website**

**:18.11.2024**

**Last Date & Time of Receipt of Bid**

**Document**

**:25.11.2024, 5:00 PM**

**Date & Time of Opening of Tender**

**Technical BID (Cover-A)**

**:26.11.2024, 11:00 AM**

**Date & Time of Opening of Price Bid (Cover-B) :26.11.2024, 3:00 PM**

**Place for Opening of Documents,**

**Pre-Bid Conference And**

**Training Hall o/o the  
Chief District Veterinary Officer,  
Keonjhar**

**Address for Communication**

**For Receipt of Bid Document:**

**For any inquiry contact with**

**1-Dr.P.K. Munda ADVO(AW)-8926084148**

**2-Sri Sanjay Kumar Das, SFTA-9853077987**

## **SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT**

### **1. General Definitions**

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO, Keonjhar who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee** are Committees so constituted by the CDVO, Keonjhar to decide on the purchase of goods.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

### **2. Scope:**

- The bids are invited for Catering Services for 2 days **MATSYA O PRANEESAMPAD MELA** scheduled to be held be from **03.12.2024 to 04.12.2024**.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

**SECTION III**  
**GENERAL INSTRUCTION TO BIDDERS**

- Sealed tenders are invited from registered suppliers/ agencies/ firms (with GST registration having GSTIN for supply of food for **CATERING SERVICES in the MATSYA O PRANEESAMPAD MELA** to be organized for 2 days from dt-03.12.2024 to 04.12.2024 in the **DD, University Hockey Ground, Keonjhar,**
- The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **25.11.2024 5 PMS** Speed Post /Regd. Post/Directly dropped in the drop box.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super scribing “**Cover A (Technical Bid)**” & second for “**Cover B (Price Bids)**.” The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as “**BID FOR CATERING SERVICES FOR MATSYA O PRANISAMPADA MELA 2024**” and should be addressed to:

**Chief District Veterinary Officer,  
At-Brahmanigaon-DD College, Dist- Keonjhar  
Pin- 758001**

- The Sealed tenders submitted by the bidders will be opened in the Office of the CDVO, Keonjhar on **26.11.2024, 11:00AM onwards.**
- The bidders or their duly authorized representatives may remain present during the opening of the tender. However, absence of a bidder or his representative will not debar his participation in the bidding process.
- The interested bidders can download the entire Tender Document from the website **<https://kendujhar.odisha.gov.in>** and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from O/o the **CDVO, Keonjhar** from accounts section by making a Govt. deposit of **Rs.500 /- (Rupees five hundred only)** towards cost of tender paper and tender processing fee.
- The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

## SECTION IV

### GENERAL TERMS AND CONDITIONS

1. The firm should be registered under GOODS & SERVICE TAX.
2. The firm should have adequate man power to supply the food in time.
3. The agency will supply food as per requirement & the payment will be made after completion of the relevant programme and within 15 days of receipt of bill.
4. The firm shall supply the food at the designated venue i.e., at **DD University Hockey Ground, Keonjhar** with crockery, serving dishes and with manpower for serving of food to the attending farmers, delegates and officials.
5. **The caterer has to prepare food at the site and delivery of pre-prepared and packaged food in plates is not allowed.**
6. The firm will have to submit an undertaking in the technical bid that the firm/organization has not been black listed by any Government organization.
7. The firm shall supply the hygienic food and the utensils used shall be clean and sterile.
8. The bidder has to make his own arrangement for transportation of materials, cooking of food, serving of food and supply of necessary disposable buffet plates.
9. After completion of program the bidder has to maintain the cleanliness of the area.
10. The staffs of the firm must be well dressed and well behaved.
11. The award will be given to L1 bidder who quote lowest rate for the items including GST.
12. The price for Tiffin/Lunch/Tea/Dias Snacks will be treated as one unit each and the rate should be quoted on Lumpsum basis. Selection will be made on Lowest price bid basis on the rate quoted for sum of the all categories.
13. The selected firm will execute an agreement with the **Chief District Veterinary Officer, Keonjhar** for supply Tea, breakfast and lunch for two days of the **MATSYA O PRANEESAMPAD MELA 2024** to be organized from **03.12.2024 to 04.12.2024 for 2 days.**
14. After completion of programme the supplier/agency should submit the bill in duplicate along with a copy of work order within 3 days.
15. The firm will be black listed for any deviation of above terms and conditions, if found during contract period.
16. Bidders who qualify technically as per submission of valid relevant documents as asked to be submitted in Technical Bid- Tender Form (Cover A). their Financial Bid (Cover B) shall only be opened.
17. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at **Keonjhar or Hon'ble High Court of Odisha.**
18. If the approved lowest eligible supplier fails to supply items within the stipulated period the Tender Inviting authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim it from the bid security amount by invoking the rights conferred in Banker' s Guarantee form.

19. *Any precondition of the bidder for executing the work shall not be acceptable and the tender will be outrightly rejected. The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*

20. **Tender processing Fee and EMD:**

- a) The bidder shall deposit an amount of **Rs.500/- (Rupees five hundred only)** toward cost of tender paper and BID processing fee (non-refundable) in shape of **Account payee demand draft/ online transfer.**
- b) The demand draft / online transaction slip of online transfer or Govt. money receipt of **Rs.500/-** is to be attached with the technical bid documents.
- c) An amount of **Rs.5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to Chief District Veterinary Officer, Keonjhar/bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
- d) The bid security will be returned to unsuccessful bidders without interest.
- e) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f) The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

**Chief District Veterinary Officer, Keonjhar**

**Account No: 11382656613**

**IFSC: SBIN0000113**

**SBI Main Branch Keonjhar.**

**21. Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):-**

| SI No | Document type (To be self-attested and numbered)   |
|-------|--|
| 1     | Forwarding letter in the pad of the firm with check list of following Documents                |
| 2     | Tender processing fee as mentioned above   |
| 3     | Earnest Money Deposit (EMD or BID security fee) as mentioned above.                            |
| 4     | Details name, address, telephone, no Fax, e-mail of the firm in the format Annexure-I          |
| 5     | Copy of PAN CARD & GST registration certificate.   |
| 6     | Copy of latest GST payment receipt.  |
| 7     | Copy of latest I.T Return  |
| 8     | Proof of experience having completed similar works.  |
| 9     | Declaration for not being backlisted by any Govt. institution                                  |
| 10    | Declaration that price quoted by them is not more than the open market price.                  |
| 11    | Copy of 1 <sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank details. |

**22. COVER-B (PRICE BID)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format at **Annexure-IV**.
- b. **Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of all expenses and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

**23. Evaluation:**

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters set out at **Section IV-21**.
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the Financial bid evaluation.
- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate or their respective quoted rates and the differential amount if any will be claimed from the bid security from the approved supplier.

**SECTION V**  
**SCHEDULE OF REQUIREMENT**

The Caterer has to supply the attending farmers, Officials and delegates Tea, breakfast and lunch on both days of the MELA to be organized between **03.12.2024 to 04.12.2024**.

**NAME OF THE EVENT: MATSYA O PRANEE SAMPAD MELA**

**VENUE: DD UNIVERSITY HOCKEY GROUND KEONJHAR**

**DATE: 03.12.2024 to 04.12.2024.**

| Sl No | Food items required | Quantity per day | Total Qty for 2 days | Time of serving   | Remarks  |
|-------|---------------------|------------------|----------------------|-------------------|--|
| 1     | Tea(50ml)           | 1600 cups        | 3200 cups            | 9 to 11 am & 6 pm | Actual requirement may vary and will be intimated in time. |
| 2     | Breakfast.          | 800 pkts         | 1600 pkts            | 9 am              |  |
| 3     | Lunch               | 800              | 1600                 | 1 pm              |  |
| 4     | Dias Snacks         | 50Pkts.          | 100 Pkts             | 9AM               |  |

**BREAKFAST on dt-03/12/24 & 04/12/24**

**Dias Snacks: -**

1. Salted Cashew-20gm
2. Nutri Choice Biscuit-2pieces
3. Walnut-20gm
4. Fried Moong Dal-20gm
5. Salted Pista-20gm
6. Kaju Cutlets-1 No.
7. Drinking Water Bottle - 300mlwith ISO marked Company × 1

**BREAKFAST FOR PARTICIPANTS (on dt-03/12/24 & 04/12/24)**

1. VADA-40gm- 1No
2. SAMOSA-50gm- 1No
3. ALUCHAP-40gm- 1No
4. KACHUDI- 40gm- 1No
5. SWEET-35gm- 1No

Drinking Water Bottle -300mlwith ISO marked Company × 1

**Freshly prepared items should be packed in adequate size paper packets and given to the participants. Quantity of the above-mentioned items can be changed anytime as per requirement.**

## MENU FOR LUNCH

### Day-1 (dt- 03.12.24) (Bunch of Lunch)

1. Plain rice
2. Dal
3. Fish Masala
4. Mix Veg with paneer Curry
5. Vegetable Chips
6. Khata
7. Pampad
8. Mitha Dahi/ Ice-cream
9. Drinking Water Bottle -300ml × 1

### Day-2(04/12/24)(Bunch of Lunch)

1. Plain rice
  2. Dal
  3. Chicken Masala
  4. Mix Veg with paneer Curry
  5. Vegetable Chips
  6. Khata
  7. Pampad
  8. Mitha Dahi/ Ice-cream
  9. Drinking Water Bottle -300ml × 1
- **The launch has to be prepared on the site and served as buffet lunch over three counters to the participants, delegates and guests. Prepackaged launch in plates is not allowed.**
  - **The bidder has to make adequate arrangements for washing of hands with movable basins.**
  - **The bidder has to make own arrangements for water for cooking and washing of utensils.**
  - **The caterer has to make all arrangements at the site of cooking and has to arrange all equipment and furniture for serving of buffet launch and tea and breakfast. In any tentage works are needed for cooking site, the caterer has to arrange for it.**

  
16/11/24  
**Tender Inviting Authority**  
Chief District Veterinary Officer  
Keonjhar

**COVER-A Annexure-I****Technical Bid (pl see Section IV-21)****(To be filled in & returned with all the documents DULY SELF-ATTESTED)**

| Sl no | Document type to be submitted  |
|-------|--|
| 1.    | Forwarding Letter in the pad of the firm with all the relevant documents.  |
| 2.    | Details of name of the firm and address (Registered office and Operating Branch)<br>Office: -<br>Residence: -<br>Mobile: -<br>e-Mail I.D.: - |
| 3.    | Details of Tender Processing Fee   |
| 4.    | Details of amount of Earnest Money Deposit   |
| 5.    | GST Registration Number (Enclose Photo copy of GST certificate)  |
| 6.    | Income Tax Account No. (Enclose Photo copy of PAN)   |
| 7.    | Copy of Latest GST payment receipt.  |
| 8.    | Copy of latest IT return   |
| 9.    | Declaration for not being black listed   |
| 10.   | Proof of experience of having completed such works.  |
| 11.   | Declaration for price quoted not more than open Market Price   |
| 12.   | BANK details: Bank name, Account No. IFSC code (Copy of pass book/ Cancelled Cheque)   |

**DECLARATION**

1. I..... Son/ Daughter/ Wife of  
Shri..... Proprietor/ Partner/ Director/ authorized  
signatory of the agency mentioned above state that I am competent to sign this  
declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
3. The information/ documents furnished along with the above application are true &  
authentic to the best of my knowledge and belief. I/ We do hereby undertake that  
furnishing of any false information/ fabricated document would lead to rejection of my  
tender at any stage besides accruing of liabilities towards prosecution under appropriate  
law.

**Place****Date****Signature of Authorized person****Full Name:****Seal**

**Annexure-II**

**DECLARATION for not being black listed**

(Affidavit to be done before Executive Magistrate/Notary Public to be done in Rs 10 Stamp paper)

I/We.....( Name & Designation) having My/our firm at..... do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Veterinary Officer, Keonjhar, Odisha, for supply of .....MOPSM-2024, Keonjhar District. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for supply on Non-Standard Quality (NSQ) items/ part-supply/non-supply.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer, Keonjhar, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will supply the approved items as per the terms, conditions & specifications of the tender documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to supply any item after getting order from the purchaser. I/we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

**Annexure-III**

**SELF-DECLARATION FOR LOWER THAN MARKET PRICE**

We, M/S-----who is a manufacturing unit/wholesaler/distributor/C & F agent declare that price quoted by us is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Proprietor/ Authorized person  
with seal of

Name of the  
Manufacturing Unit/ Wholesaler/  
Distributor/ C & Agent

**COVER-B**

**Financial Bid**

**Annexure-IV**

**Agency/Firm name-  
Address**

| Sl. No | Name of the Item | Price quoted per unit in Rs | Total Units Rs | Total Price Rs | GST Rs | Grand Total Rs |
|--------|------------------|-----------------------------|----------------|----------------|--------|----------------|
| 1      | Tea              |                             |                |                |        |                |
| 2      | Breakfast        |                             |                |                |        |                |
| 3      | Lunch            |                             |                |                |        |                |
| 4      | Dias Snacks      |                             |                |                |        |                |
|        |                  |                             | <b>TOTAL</b>   |                |        |                |

(Total Rupees -----)

NB: 1. The price quoted should include all expenses including arranging dishes, gas, food preparation, transportation, man power for serving, buffet plates, cleaning of site, drinking water etc.

2. The bidder should carefully read the schedule of requirement in section V and quote the rate accordingly.

**Place**

**Signature of Authorized person**

**Date**

**Full Name:**

**Seal**